

**OFFICE OF CRIMINAL JUSTICE PLANNING**  
**CHILD NEGLECT TREATMENT (CNT) PROGRAM**

**Proposal Checklist and Required Sequence**

This checklist is provided to assist the applicant in ensuring that a complete proposal is submitted to OCJP. Failure to include any of the following elements may result in disqualification of the proposal.

- ☐ GRANT AWARD FACE SHEET (*General Instructions*)
- ☐ PREFERENCE POINTS CERTIFICATION FORM, signed by the designated Enterprise Zone Contact (*General Instructions*)
- ☐ PROJECT NARRATIVE (*Programmatic Instructions*)
  - ☐ Problem Statement: (Limit four (4) single-spaced pages)
  - ☐ Plan: A. Plan Statement (Limit five (5) single-spaced pages)  
B. Mandated objectives : (Limit four (4) single-spaced pages)
  - ☐ Implementation (Limit four (4) single-spaced pages)
- ☐ PROJECT BUDGET (*General Instructions and Programmatic Instructions*)
  - ☐ Budget Narrative
  - ☐ Budget Forms - OCJP A303a, A303b, A303c
- ☐ PROPOSAL APPENDIX (Programmatic Instructions)
  - ☐ Proposal Checklist and Required Sequence Form with designated Match Category checked
  - ☐ Organizational Chart
  - ☐ CNT Program Agency Staffing Form
  - ☐ CNT Program Coordination of Services Form
  - ☐ Letters of Reference
  - ☐ Job Duty Statements

Applicants must apply in one of the categories indicated below. Mark only one box next to the applicant category in which you are applying. Include this form in the proposal Appendix.

**MATCH CATEGORY**

- |                          |                  |           |
|--------------------------|------------------|-----------|
| <input type="checkbox"/> | NEW PROGRAM      | 35% MATCH |
| <input type="checkbox"/> | EXISTING PROGRAM | 20% MATCH |
| <input type="checkbox"/> | INDIAN PROGRAM   | 5% MATCH  |

**OFFICE OF CRIMINAL JUSTICE PLANNING**  
**CHILD NEGLECT TREATMENT PROGRAM**  
**PROGRAMMATIC INSTRUCTIONS**

**A. PROPOSAL DUE DATE**

**THE DEADLINE FOR RECEIPT OF PROPOSALS AT OCJP IS:**

**DATE:** Tuesday, September 23, 1997  
**TIME:** NO LATER THAN 5:00 p.m.

**B. CONTACT INFORMATION**

These Programmatic Instructions are to be used in conjunction with the General Instructions section of this Request for Proposal (RFP). If there are any questions regarding this RFP, please contact the Violence Against Children and Domestic Violence Branch at OCJP by calling (916) 323-7449.

**C. ELIGIBILITY CRITERIA**

Agencies within California which serve residents of the state may receive funding under this program. Additionally, in order to receive funding under this program the applicant must provide services to child victims of crime, including neglect and/or abuse, or other crimes, and be:

- a local unit of government;
- a private, non-profit organization; or
- a Native American Tribe/Organization located in California.

**D. FUNDING CYCLE AND DURATION**

Funds for the Child Neglect Treatment (CNT) Program are provided through the Federal Victims of Crime Act (VOCA). The Office of Criminal Justice Planning (OCJP) anticipates the total amount available will be \$1,044,050 annually, to fund at least ten (10) projects under the CNT Program at a maximum grant award level of \$104,405. The funding cycle for this program is for a three year cycle, beginning November 1, 1997, and ending October 31, 2000. Each grant award period will be for twelve (12) months.

Agencies responding to this application must budget funds for twelve (12) months. The first year grant period will begin on November 1, 1997, and end on October 31, 1998. An application for continuation funding must be submitted for the second and third years of funding. Continuation funding will be contingent upon satisfactory performance and subject to the availability of funds.

**E. PROGRAM INFORMATION**

VOCA funding has specific guidelines which must be followed in order for states to receive

funding and implement programs at the state level. The following section provides information relative to VOCA specific funding criteria which applies to any project funded through VOCA funding.

**The specific information contained in this section supersedes Part 2, General Instructions For All Applicants, unless otherwise specified.**

## **1. Program Match**

VOCA requires a match of cash and/or in-kind contribution derived by resources other than federal funds. Refer to Part 2, General Instructions For All Applicants section of this RFP for specific detail on the definitions of cash and in-kind match. Match for this program is calculated on the “total project cost” method.

All funds designated as match must be expended within the grant period. Matching funds are subject to the same restrictions placed upon all VOCA funds in relation to allowable expenditures.

The percentage of match depends upon the application category. Applicants may apply under one of the following three categories:

### **a. Indian Projects: Match Required: Five Percent ( 5%)**

A Native American tribe/organization is described as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and services provided by the United States to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native Americans.

### **b. Existing Projects (Non-Indian): Match Required: Twenty Percent (20%)**

All non-Indian existing child neglect and abuse projects which have been in operation for at least one year are subject to a 20% match. Existing projects must have a record of providing quality, cost-effective treatment services to child victims of neglect and/or abuse. Existing projects must also show that the match amount is derived from non-federal sources.

### **c. New Projects (Non-Indian): Match Required: 35%**

A new project is a proposed child neglect and/or abuse treatment project, or one that has been in existence for less than one year. New projects must show that the match amount is derived from non-federal sources.

## **2. Scope of the CNT Program**

The CNT Program is intended to serve child and adolescent victims of neglect under the age of eighteen (18) and their appropriate family members. Examples of precipitating factors contributing to neglect as defined by the CNT Program may include, but are not limited to: absent parent(s); inadequate or inappropriate parenting skills; parental detachment or abandonment; multiple transitions in home status or foster care; situational or chronic stress in the family unit; violence, mental illness, or developmental delays in the child or family unit.

The concept of the CNT Program is based on the following concerns:

Comprehensive treatment programs for child neglect, especially those including a multi-disciplinary team approach, are rare despite evidence justifying their need. According to the California Department of Social Services, severe neglect and general neglect combined were the primary reason for emergency response services in 1996 and 1995. The California Legislative Analyst's Office reports similar statistics in 1994, and that the types of reported abuse/neglect have remained generally constant over the last ten years. Child fatalities due to neglect occur almost as often as fatalities due to child physical abuse. Victims tend to be male children under the age of three. The family composition is generally a single-parent family with several children, although child fatalities also occurred in two-parent families where the victim was usually the youngest or only child in the home. Most neglectful families are overburdened and experiencing multiple problems that require multiple interventions.

Research indicates that children who are victims of neglect do not develop psychological attachments as infants, which results in serious developmental deficits. An 18 year longitudinal study on the effects of neglect on school-age children found that neglected children were delayed in almost every developmental area (socially, emotionally, cognitively, and academically). A report from the Chronic Neglect Symposium Proceedings, held in Chicago, Illinois, 1993, indicates that, "Psychological problems in various forms including depression and character disorders have long been associated with neglect. Both contribute to the fact that neglect is commonly associated with multiple problems. These characteristics, along with a history of criminal charges, were found to be related to neglect status."

Parents who neglect their children often are isolated and have poor social, communication, and problem-solving skills, hence making them unlikely candidates for traditional psychotherapy. Providing home-based services that use behavioral and problem solving approaches have been found to be most effective for treating neglectful families. At a minimum, families can be better reached by bringing services directly into their home.

Other factors related to successful treatment of neglect appear to be the treatment modality and a multidisciplinary team approach. Family-focused and group approaches have been most effective for working with neglectful families. Additionally, existing treatment research indicates that direct, therapeutic efforts are needed for child victims of neglect. However, most programs for neglectful families focus services on the parents. Examples of helpful services for neglected children include therapeutic day care for preschool children, group counseling, temporary shelter, and personal skill development for school-aged children and adolescents.

In developing treatment plans for neglect, cultural (including degree of acculturation for immigrant or refugee families) and social class differences need to be considered. Project staff must therefore demonstrate cross-cultural competency. Successful length of treatment for neglect also tends to require long-term (12 to 18 months) intervention although most programs limit their duration of services to shorter terms.

Law enforcement and the courts are brought into cases of neglect less frequently than in cases of physical and sexual abuse. Nonetheless, to ensure the safety of the neglected child, legal intervention is often needed.

Through the CNT Program, applicants will be able to fund specialized positions under

which qualified staff will act as neglect specialists to treat cases of neglect.

The CNT Program will have a primary focus on providing home-based services which may be offered in conjunction with center or school-based services. The basic services and duties project funded staff will be responsible for include, at a minimum:

- identification of basic child safety issues and application of appropriate interventions;
- identification of physical and mental health needs, as well as developmental, social, cultural, educational, and nutritional needs and application of appropriate interventions;
- educating parent(s) about normal versus abnormal, age appropriate behaviors of a child; child development and developmental stages; offer basic living skill training, safety instruction, healthy parenting skills, and how to develop healthy attachment and bonding with their child(ren);
- assessing for abuse;
- assessing parent/child temperament and personality styles; and
- as part of treatment, case conferencing with multidisciplinary team members, including at a minimum: county child welfare workers and law enforcement personnel, mental health and health care, adjunct agencies, schools, and the family unit.

### **3. Services, Activities, and Costs Allowable Under VOCA Funding**

VOCA regulations contain strict criteria for the types of services offered by funded projects. Stipulations regarding allowable and non-allowable expenditures also exist. The federal law and regulations which mandate the VOCA Program stipulate that funds be used strictly for direct services to crime victims. Under VOCA, the term “crime victims” refers to children who are victims of child abuse.

The following is a list of allowable services, activities, and costs under VOCA funds:

- a. Immediate Health and Safety Services:** Such services include those which respond to the immediate emotional and physical needs (excluding medical care) of crime victims, such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food; clothing, transportation, and shelter; and other emergency services that are intended to restore the victim’s sense of dignity and self esteem. This includes services which offer an immediate measure of safety to crime victims, such as boarding up broken windows and replacing or repairing locks. Additional services may include emergency legal assistance, such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and pertain to the health and safety of the victim.
- b. Mental Health Assistance:** This includes services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization, such as counseling, group treatment, and therapy. “Therapy” refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual

delivery of psychotherapy.

- c. Assistance with Participation in Criminal Justice Proceedings:** In addition to the cost of Emergency Legal Services noted above in the Immediate Health and Safety section, there are other costs associated with helping victims participate in the criminal justice system that are also allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and restitution advocacy and assistance with victim impact statements. VOCA funds cannot be used to pay for non-emergency legal representation, such as for divorces.
- d. Forensic Examinations:** For sexual abuse victims, forensic exams are allowable costs only to the extent that other funding sources (such as state Victim/Witness compensation or private insurance or public benefits) are unavailable or insufficient.
- e. Costs Necessary and Essential to Providing Direct Services:** Such costs may include pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers.
- f. Special Services:** Allowable services include assisting crime victims to manage practical problems created by the victimization, such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for state Victim/Witness compensation benefits; and helping to apply for public assistance.
- g. Personnel Costs:** Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance, the cost of advertising to recruit VOCA funded personnel, and the cost of training paid and volunteer staff are allowable.
- h. Restorative Justice:** Opportunities for crime victims to meet with perpetrators, if such meetings are requested by the victim and have therapeutic value to crime victims, are allowable. Projects that offer this type of service must closely review the criteria for conducting these meetings. At a minimum, the following should be considered:
  - the safety and security of the victim;
  - the benefit or therapeutic value to the victim;
  - the potential for renewed victimization and trauma that may occur through such a meeting;
  - the procedures for ensuring that participation of the victim and offender are voluntary and that everyone understands the nature of the meeting;
  - the provision of appropriate support and accompaniment for the victim;
  - appropriate “debriefing” opportunities for the victim after the meeting or panel;
  - the credentials of the facilitators; and

- the opportunity for a crime victim to withdraw from the process at any time.

#### 4. Services, Activities, and Costs Requiring Special Approval Under VOCA Funding

The following services, activities, and costs are generally not considered direct crime victim services, but are often necessary to assure that high quality direct services are provided. Before VOCA funds can be used to support these costs, OCJP must agree that direct services to crime victims cannot be offered without support for these expenses; that the applicant has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes.

- a. **Skill Training for Staff:** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers, including paid staff and volunteers, so they are able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis. VOCA funds can be used for training both VOCA funded and non-VOCA funded service providers who work within a VOCA funded agency, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals who do not provide direct services.
- b. **Training Materials:** VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers within the project, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for project staff.
- c. **Training Related Travel:** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. Projects must first seek available training within their immediate area; however, when needed training is unavailable within the immediate area, projects may use VOCA funds to support training outside of the local area. For example, projects may benefit by attending national conferences that offer skill building training workshops for victim assistance providers.
- d. **Equipment and Furniture:** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim related activities. However, VOCA funds can support a prorated share of such an item. In addition, projects cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include pagers, typewriters and word processors, video-tape camera and monitor for interviewing children, two way mirrors, and equipment and furniture for shelters, work spaces, client waiting rooms, and children's play areas. The cost of furniture or equipment that makes victim services more accessible to persons with disabilities, such as a TTY for the hearing impaired, are allowable.
- e. **Purchasing or Leasing Vehicles:** Projects may use VOCA funds to purchase or lease vehicles if they can demonstrate to OCJP that such an expenditure is essential to delivering services to crime victims. Prior approval from OCJP is required for all such purchases.
- f. **Advanced Technologies:** Computers may increase a project's ability to reach and

serve crime victims. In making such expenditures, projects must describe to OCJP how the computer equipment will enhance services to crime victims; how it will be integrated into and/or enhance the agency's current system; the cost of installation; the cost of training staff to use the computer equipment; the on-going operational costs, such as maintenance agreements and supplies; and how these additional costs will be supported. Property insurance is an allowable expense as long as VOCA funds support a prorated share of the cost of the insurance payment.

Projects that receive authorization from OCJP to purchase equipment with VOCA funds must establish policies and procedures on the acquisition and distribution of the equipment in the event the project no longer receives a VOCA grant. At a minimum, property records must be maintained with the following:

- a description of the property;
- a state serial number tag;
- the acquisition date;
- the cost and the percentage of VOCA funds supporting the purchase;
- the location, use, and condition of the property; and
- any disposition data, including the date of disposal and sale price.

**g. Contracts for Professional Services:** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for agencies to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights; a forensic exam on a sexual assault victim, to the extent that other funding sources are unavailable or insufficient; emergency psychological or psychiatric services; or sign interpretation for the hearing impaired. However, projects are prohibited from using a majority of VOCA funds for contracted services which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.

**h. Operating Costs:** Examples of allowable operating costs include costs of supplies, equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete required time and attendance records and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the pro-rated share of audit costs.

**i. Supervision of Direct Service Providers:** Projects may use VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, projects may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.

**j. Repair and/or Replacement of Essential Items:** VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe



environment for crime victims, such as a furnace in a shelter. Each request for expending VOCA funds for such purposes must ensure the following:

- the building is owned by the agency and not rented or leased;
  - all other sources of funding have been exhausted;
  - there is no available option for providing the service in another location;
  - the cost of the repair or replacement is reasonable, considering the value of the building; and
  - the cost of the repair or replacement is pro-rated among all sources of income.
- k. Public Presentations:** Presentations made in schools, community centers, or other public forums, and that are designed to identify crime victims and provide or refer them to needed services may be offered through VOCA funding. Activities and costs related to presentations, including handout materials, brochures, and newspaper notices, can be supported by VOCA funds.

## **5. Services, Activities, and Costs Which Are Not Allowed Under VOCA Funding**

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA funds:

- a. Lobbying and Administrative Advocacy:** VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
- b. Perpetrator Rehabilitation and Counseling:** Projects cannot use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- c. Need Assessments, Surveys, Evaluations, Studies:** VOCA funds cannot be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- d. Prosecution Activities:** VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim protection costs and victim/witness expenses such as travel to testify in court and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- e. Fundraising activities:** VOCA funds cannot be used for fundraising activities.
- f. Indirect Organizational Costs:** The costs of liability insurance on buildings and vehicles, capital improvements, security guards and bodyguards, property losses and expenses, real estate purchases, mortgage payments, rent, and construction cannot be supported with VOCA funds.

- g. Property Loss:** Reimbursing crime victims for expenses incurred as a result of a crime, such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills, is not allowed.
- h. Medical Costs:** VOCA funds cannot pay for nursing home care, home health care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA funds cannot support medical costs resulting from a victimization, except for forensic medical examinations for sexual assault victims when other funds are not available for this purpose.
- i. Relocation Expenses:** VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
- a. Administrative Staff Expenses:** Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals may not be paid with VOCA funds unless these expenses are incurred while providing direct services to crime victims.
- b. Development of Protocols, Interagency Agreements, and Other Working Agreement:** These activities benefit crime victims, but they are considered examples of the types of activities that agencies undertake as part of their role as a victim services organization, and cannot be charged to VOCA funding.
- l. Costs of Sending Individual Crime Victims to Conferences:** VOCA funds cannot be used to send crime victims to conferences.
- m. Activities Exclusively Related to Crime Prevention:** VOCA funds cannot be used for activities that focus exclusively on the prevention of crimes.

## **6. Provision of Services**

All services must be provided directly to child crime victims and appropriate family members at no charge. Since funding will be provided to offer service free of charge, Victim/Witness compensation claims cannot be filed for services provided by the project. Projects are required, however, to help victims and their family members apply for victim compensation for appropriate, non-project related services.

## **7. Cultural Diversity**

Services must be culturally diverse and reflect the applicant's service area. Staff, volunteers, Board of Directors, and/or advisory committee membership should reflect the demographic characteristics of the service area. Due to this requirement for cultural diversity, arrangements must be made for bilingual services to non-English speaking victims. Project staff should also possess cross-cultural competency.

## **8. Record of Effective Services**

Applicants must demonstrate a record of providing effective services to victims of crime. To this end, applicants must submit two letters of reference, with at least one letter coming from a private or government funding source which monitors fiscal and program

compliance and currently funds the applicant agency. The other letter may be from a collaborating agency within the service area. The letters will become part of the application appendix.

## **9. Record Keeping**

Projects will be required to maintain specific information on victim demographics. OCJP or a federal representative must be granted access when asked to review demographic information. This information will be provided through progress reports due to OCJP twice a year.

## **10. Use of Qualified Staff and Volunteers**

Project staff must have specific qualifications to provide services to children and their families. Qualified staff must, at a minimum, be:

- a licensed psychiatrist; clinical psychologist; social worker; marriage, family and child counselor, or art therapist.
- license-eligible in one of the fields listed above, and are post-masters level and are seeking qualifying hours for licensure.

In addition to the above, staff must:

- complete a formal job application, interview successfully, and provide three references which are fully verified and checked for credibility.
- complete a criminal record check, including fingerprinting, through the California Department of Justice.
- have a valid California driver's license, complete a California Department of Motor Vehicle driver record check, and show proof of liability insurance.

Volunteers must have specific qualifications to provide services to children and their families. Volunteers must receive direct supervision and:

- complete a formal application for volunteering, interview successfully, and provide three references which are fully verified and checked for credibility.
- complete a criminal record check, including fingerprinting, through the California Department of Justice.
- have a valid California driver's license, complete a California Department of Motor Vehicle driver record check, and show proof of liability insurance.

It is recognized that pre-licensed clinical staff are often utilized in volunteer positions.

## **11. Skill Training For Staff and Volunteers**

Staff and volunteers providing services to child victims and their family members must complete at least 40 hours of training. Training must include, but is not limited to: crisis intervention, assessment and treatment issues related to neglect, abuse and domestic

violence, assessment of substance abuse and family dynamics, issues related to child abduction, cultural awareness and sensitivity related to special need populations and ethnic minorities, and the child abuse reporting law and procedures. Prior to any contact with victims, any project staff or volunteer must have received the 40 hours of training, complete a criminal record check and fingerprinting, driver's license and driving record check, and provide proof of liability insurance.

## **12. Documentation of Nonprofit Status**

Community-based organizations (CBOs) applying for funding must be an active California nonprofit corporation in good standing. Documentation of nonprofit status must be submitted once a notification of funding is received. Do not submit the documentation of nonprofit status with the proposal.

## **F. PROJECT NARRATIVE INSTRUCTIONS**

This portion of the Programmatic Instructions contains the directions for completion of the proposal which will be read and rated competitively under the RFP process. A rating sheet is enclosed as part of this package, and identifies the rating factors.

The proposal should be submitted on plain white paper (8 1/2 x 11 inches), unless it is otherwise specified to use specific forms. Twelve (12) pitch type should be used with single-spacing. Each page should have a minimum of three-quarter (3/4) inch margins.

### **1. Problem Statement (Limit four (4) single-spaced pages)**

This section addresses the problem of child neglect in the applicant's service area, and the need for services for neglected children. The following list outlines the items which must be addressed in the Problem Statement. This information must be provided in narrative form and limited to the page number stated above.

Provide a community profile of the service area which describes the following:

- the geographic size and location;
- the population size;
- the prevailing socio-economic conditions;
- the ethnic diversity and languages spoken;
- the prevalence of child neglect; and
- types of services needed to address child neglect in the service area.

### **2. Plan**

This section addresses the plan to reduce child neglect and the objectives which will be implemented to achieve this goal. The following sections list items which must be addressed in the plan. This information must be provided in the form specified under each section and limited to the page number identified for each section.

**a. Plan Statement: (Limit five (5) single-spaced pages)**

Provide a plan which addresses the following points:

- the provision of services (including identifying clients, performing intake and biopsychosocial-cultural assessments, and psychological evaluations) in a comprehensive approach to serving clients;
- the multidisciplinary team approach, treatment planning, and modalities used to address neglect, including the duration and frequency of service, the termination, and follow-up;
- the actual role and duties of project staff in responding to clients;
- how project staff and volunteers will be supervised;
- the training that project staff and volunteers will receive to meet the VOCA funding requirements;
- additional training that project staff and volunteers will receive to increase expertise in working with children.

**b. Mandated Objectives and Activities (Limit four (4) single-spaced pages)**

Use the format below to identify the objectives. Each objective should be followed by a narrative detailing the activities planned to achieve the objective. Objectives and activities should be based on the first year of the project and provide an estimated level of service which will adequately address the issues and needs identified in the narrative Problem Statement and Plan. Each objective should clearly identify:

- how many clients will be served;
- the staff who will be responsible for achievement of the objective;
- the activities that will assure objective achievement; and
- the source documentation that will be collected and maintained to measure results and demonstrate proof of successful objective achievement.

Objectives and activities must be realistic and achievable within the grant period. Methods used to measure results must be appropriate and clearly described.

Source documentation used to collect and report data may include client contact sheets, telephone logs, intake sheets, psycho-social assessment and treatment plans, progress notes, termination sheets, psychological evaluation tests and reports, client files, and other related documents.

**Objective 1: Provide Treatment Services**

The estimated number of children who will receive treatment services is \_\_\_\_\_.

In-person treatment to child victims and their families must be offered. Treatment modalities should include individual, conjoint, family and group counseling, or a combination of these modalities.

**Objective 2: Provide Criminal Justice Advocacy and Support**

The estimated number of children and family members who will receive advocacy and support services is \_\_\_\_\_.

Assistance must be offered to child victims and family members who seek victim/witness compensation. Assistance may include identifying and notifying potential recipients of the availability of victim/witness compensation and assisting them with application forms, procedures, and follow-up on claim status.

**Objective 3: Provide Court Related Services**

The estimated number of children and their family members who will receive court-related services is \_\_\_\_\_.

Projects are required to provide court-related services through the following means: assisting child victims by providing transportation to court, filing child abuse petitions, temporary restraining orders, explaining and rehearsing court procedures, accompanying the victim to court during a trial, and assisting with the completion of victim compensation claims.

**Objective 4: Use Volunteers To Implement The Project**

The estimated number of volunteers who will provide project related services is \_\_\_\_\_, for a total number of \_\_\_\_\_ hours.

Given the number of hours volunteers will work for the project, indicate how many full-time equivalents (FTE) this will translate to (an FTE is considered a full-time position, 40 hours per week): \_\_\_\_\_ FTE's.

**3. Implementation (Limit four (4) single-spaced pages)**

This section addresses the applicant's ability to implement the project. The following list outlines the items which should be addressed in the implementation plan. This information must be provided in narrative form, be limited to the page number stated above, and include the following:

- the agency's history of operation and length of time in business;
- primary clinical focus and range of services;
- expertise treating children, including issues related to neglect and abuse;
- methods and procedures for collecting and storing client data; and
- procedure used to ensure confidentiality of records; and
- procedure to verify a criminal record check, valid California driver's license, and proof

of liability insurance.

To support the information contained in the implementation section, provide the following documents, and include them in the proposal Appendix:

- a. An Organizational Chart, including the CTR project and identifying project staff positions by an asterisk (\*);
- b. The CNT Program Agency Staffing Form;
- c. The CNT Program Coordination of Services Form;
- d. Two letters of reference, with at least one letter from a private or government funding source which monitors fiscal and programmatic compliance and currently funds the applicant agency. The other letter may be from a collaborating agency within the service area; and
- e. Job duty statements for each project funded position. Each duty statement should identify minimum qualifications for the position, including the required education level and credential(s), skills, duties to be performed, and time base. Do not name a staff person who may already be identified to fill a project funded position, and do not include resumes for existing or anticipated staff.

## **G. SPECIFIC BUDGET INSTRUCTIONS**

The maximum grant award amount available per project is \$104,405. Applicants should request the amount needed to operate a successful project, which may be equal to or less than the maximum funding level, depending on individual applicant needs. The budget must support the costs required to achieve the objectives and activities.

### **1. Project Match**

A match is required to receive funding. Refer to the General Instructions to determine how to calculate the match requirement and Section E, Program Information of this section to determine the match amount. The VOCA match calculation is based on the “total project cost” method. Identify cash and/or in-kind match amounts in the budget through line item detail and in a manner which stands out, so the match is clearly identifiable (e.g. **bold** or *italic* print).

### **2. Training**

All applicants are required to send a minimum of one staff member to the Governor’s Victim Services Conference to be held in Sacramento, California from April 6 - 9, 1998. The registration fee for the Governor’s Victim Services Conference will be \$200.

Additionally, a two-day Project Directors’ meeting will be held for orientation and program overview in the first few months of project implementation.

Applicants must budget for conference and meeting expenses under the Operating Expenses category of the budget, including travel and per diem.

Private, nonprofit organizations must use either the state travel policy or one that is more

restrictive. Units of government may use their own written travel policy or the state policy. Refer to the General Instructions for information regarding the state travel policy.

### **3. Emergency Funds**

Applicants may budget up to five percent of the total project cost for victim-related emergencies. If emergency funds are budgeted, applicants will be required to submit an Emergency Fund Procedures form if selected for funding.

## **H. PROPOSAL APPENDIX**

The appendix provides additional information required by OCJP to support components of the grant application.

Refer to the Proposal Checklist and Required Sequence Form at the beginning of these Programmatic Instructions for a list of documents required in the appendix. The Proposal Checklist and Required Sequence form must be included in the Appendix with the appropriate box checked indicating the match category. Do not provide additional information that is not requested as part of the appendix.



## Coordination of Services Form

<b>Existing Interagency Coordination</b> (list agencies below)	<b>Purpose/function of Coordination</b> (identify working relationships/roles)	<b>Written OA/MOU?</b> (Yes/No)

Do not provide copies of Operational Agreements (OA) or Memorandums of Understanding (MOU) for each participating agency. **Note: Although VOCA funds cannot be used to support coordination activities, projects must be involved in such activities in order to be eligible to receive VOCA funds.**

**If another page is needed, duplicate this copy back-to-back and continue using the format provided.**

## Agency Staffing Form

<b>Position Title</b> (List by title, <u>not</u> by name of employee)	<b>Hours/ Week</b>	<b>License/Credenti al</b> (Specify type)	<b>Bilingual</b> (ID Language)

Identify all agency staff positions whether paid or not (example: interns earning hours for licensing who are not paid but are considered a staff member) . Use an asterisk (\*), to identify projected VOCA funded staff positions. Do not include duties which are filled by a volunteer versus a staff member on this form.

**OFFICE OF CRIMINAL JUSTICE PLANNING PROGRAM**  
**CNT RATING FORM: 1997/98**

Control #:		
Rater #:		
APPLICANT:		
FUNDS REQUESTED:		
PREFERENCE POINTS	2%	5%

CATEGORY	TOTAL POINTS POSSIBLE
1. PROBLEM STATEMENT	16
2. PLAN	96
3. IMPLEMENTATION	60
4. BUDGET	24

TOTAL 196

Each of the above categories contain questions that are assigned a point value. The point scale is divided into five columns labeled **I**, **II**, **III**, **IV**, and **V**. Each question is evaluated on the following criteria:

- I.** Does not respond to the question or was left blank.
- II.** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal.
- III.** Responsive to the question. Provides an average understanding of the applicant's response to the RFP. Response adequately supports the proposal.
- IV.** Above average response which gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal.
- V.** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

	I	II	III	IV	V
<b>1. PROBLEM STATEMENT (four (4) single-spaced pages)</b> <b>Maximum points: 16</b>					
a. How well does the problem statement describe the geographic size and location, population size, socio-economic conditions, ethnic diversity, and languages spoken in the service area?	0	2	4	6	8
b. How well does the problem statement describe the prevalence of child neglect and the types of services needed to address child neglect in the service area?	0	2	4	6	8
<b>2. PLAN</b> <b>Maximum points: 96</b>					
<b>Plan Statement (limit five (5) single-spaced pages)</b>					
a. How well does the provision of services (identifying clients, performing intake and biopsychosocial-cultural assessments, and psychological evaluations) offer a comprehensive approach to serving clients?	0	2	4	6	8
b. How well does the multidisciplinary team approach, treatment planning, and modalities used to treat neglect, including the duration and frequency of services, and the termination and follow-up process, respond to clients?	0	2	4	6	8
c. How appropriate are the roles and duties of project staff in responding to clients?	0	2	4	6	8
d. Does the level of proposed supervision for staff and volunteers seem adequate to ensure quality services?	0	2	4	6	8
e. How well does the proposed level of training for staff meet the VOCA funding requirements?		2	4	6	8
f. Is additional training for staff and volunteers to increase expertise in working with children proposed, and is it sufficient or above average?	0	2	4	6	8
	I	II	III	IV	V
<b>Mandated Objectives and Activities (Limit four (4) single-spaced pages)</b>					
g. Are mandated objectives and activities included and do they address the needs discussed in the problem statement and plan?	0	2	4	6	8
h. As identified in the objectives, is the estimated number of clients to be served reasonable?	0	2	4	6	8

i.	Are the objectives and activities realistic and achievable within the first year of the project?	0	2	4	6	8
j.	Are the project staff responsibilities appropriate for the achievement of the objectives?	0	2	4	6	8
k.	Are proposed activities appropriate to achieve the objectives?	0	2	4	6	8
l.	Are the identified source documents appropriate to measure results and demonstrate success?	0	2	4	6	8
<b>3. IMPLEMENTATION (Limit four (4) single-spaced pages)</b>		<b>Maximum points: 60</b>				
a.	How well does the applicant describe the agency's history of operation, length of time in business, primary clinical focus, and range of services?	0	2	4	6	8
b.	How well does the applicant demonstrate expertise in treating children, including issues related to neglect and abuse?	0	2	4	6	8
c.	Are the methods and procedures for collecting and storing client data and ensuring confidentiality of records sufficient?	0	2	4	6	8
d.	Does the applicant have a procedure to verify all staff and volunteers have a criminal record check, valid California driver's license and driver record, and proof of liability of insurance?	0	2	4	6	8
e.	Does the organizational chart clearly identify the CNT project and project staff positions?	0	1	2	3	4
f.	Does the Agency Staffing Form indicate sufficient personnel resources exist to implement the project?	0	1	2	3	4
g.	Does the Coordination of Services Form indicate that sufficient interagency cooperation exists to implement the project?	0	1	2	3	4
		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
h.	Do the letters of reference support a record of effective services?	0	2	4	6	8
i.	Do the job duty statements reflect that the minimum qualifications, education, credentials, and skills will be required for each project-funded position?	0	2	4	6	8
<b>4. BUDGET, including budget narrative</b>		<b>Maximum points: 24</b>				
a.	How well does the budget support the proposed plan, objectives and activities?	0	2	4	6	8
b.	How well do the duties, required qualifications, and time	0	2	4	6	8

commitment of project-funded staff support the proposed plan, objectives, and activities?

- c. How well does the budget avoid unnecessary or unusual expenditures which would detract from the accomplishment of the objectives and activities? 0 2 4 6 8